



# ***NCOERS***



## **Noncommissioned Officer Evaluation Reporting System (Rater/Senior Rater)**



# ***PROCESS FOR COUNSELING***



- **Use DA Form 2166-8-1 and a working copy of the NCO-ER to conduct and record counseling content and dates.**
- **Conduct initial counseling within 30 days and quarterly thereafter for active Army and AGR and at least semiannually for ARNG/USAR NCOs in IDT status.**
- **Use face-to-face performance counseling.**



# ***INITIAL COUNSELING***



- **Schedule counseling session--notify rated NCO.**
- **Get copy of last duty description for NCO's rated duty.**
- **Get a blank NCO-ER.**
- **Update duty description.**
- **Fill out rating chain on working copy of the NCO-ER.**
- **Fill out duty description on the working copy of the NCO-ER.**
- **Read values/responsibilities, Part IV, NCO-ER.**
- **Think how values/responsibilities apply to the rated NCO.**
- **Decide what you consider "success" is for each NCO.**
- **Make notes in Part IV, NCO-ER, to guide counseling.**
- **Review Developmental Counseling Tips in FM 22-100.**



# ***RATER QUALIFICATIONS (TIME)***



**When rating the following soldiers:**

**You must be the rater a minimum of:**

**Active Component/AGR  
NCOs**

**90 days**

**90 days**

**ARNG/USAR members of  
TPUs (Rating period  
includes AT)**

**11 or more consecutive days**

**IRR/IMA NCOs serving  
tour of duty more than 11  
consecutive days**

**30 days for Active**

**Army/AGR  
90 days for ARNG/USAR in  
IDT**

**Relief-for-Cause Reports**



# ***RATER RESPONSIBILITIES***



- **Counsel the rated NCO on performance.**
- **Prepare DA Form 2166-8-1 for each rated NCO.**
- **Assess the NCO's performance.**
- **Prepare a fair, correct NCO-ER.**
- **Verify parts I and II, DA Form 2166-8.**
- **Enter APFT and height/weight data on NCO-ER.**
- **Date and sign Part IIa, DA Form 2166-8 (NCO-ER).**



# ***TYPES OF REPORTS***



- **First**
  - **Annual**
  - **Change-of-Rater**
  - **Complete-the-Record**
  - **Relief-for-Cause**
  - **Reports for IRR and IMA**
- NCOs**



# ***FIRST REPORT***



## **ARNGUS NCOs**

**Prepare the first report for whichever of the following occurs first:**

- **Immediate reenlistment or extension.**
- **Transfer to the Individual Ready Reserve (IRR)**
- **Transfer to another ARNGUS unit.**
- **Transfer to another Reserve Component.**
- **Required for board action.**
- **Change of rater.**
- **Annual reporting month.**



# ***FIRST REPORT***



## **USAR NCOs**

**Prepare the report for whichever occurs first:**

- **Required for board action.**
- **Change of rater.**
- **Annual reporting month.**





# ***ANNUAL REPORT***



## **AGR and Active Army**

- **Ending month of last report.**
- **Effective date of promotion to sergeant.**
- **Reversion to NCO status after serving as a commissioned or warrant officer for 12 months or more.**
- **Reentry on active duty in the rank of sergeant or above after a break in enlisted service of 12 months or more.**



# ***ANNUAL REPORT***



## **ARNGUS/USAR NCOs**

**MSG/1SG and SGM/CSM ~~(IDT)~~ Prepare as of last day of  
Reporting Month:**

AUGUST

**SFC  
day of**

**Prepare as of last  
Reporting Month:**

SEPTEMBER

**SSG  
day of**

**Prepare as of last  
Reporting Month:**



# ***MANDATORY CHANGE-OF-RATER REPORT***



## **USAR**

- **When the designated rater changes and meets minimum rater qualifications.**
- **Rater changes include:**
  - **Rater or rated NCO reassigned; transferred to the IRR, IMA, or ING; transferred to another reserve Component**
  - **Rater or rated NCO discharged for normal ETS.**
  - **Rated NCO reduced to CPL/SPC or below.**
  - **Rater dies, gets relieved, gets reduced.**
- **When requested by the rater or rated NCO upon approved retirement.**



# ***MANDATORY CHANGE-OF-RATER REPORT***



## **ARNGUS**

- **When an ARNGUS NCO or rater:**
  - Transfers to another unit.
  - Transfers to the IRR or another component.
  - Changes duty assignment and the chain-of-command directs submission of an NCO-ER.



# ***MANDATORY CHANGE-OF-RATER REPORT***



## **Active Army and ARNGUS- AGR, and USAR-AGR**

**Submit Change-of Rater Report when the following occurs:**

- **Reassignment of rater or rated NCO.**
- **Rater or rated NCO departs on extended temporary or special duty (90 calendar days or more).**
- **Normal ETS or early release of rater or rated NCO from active duty.**
- **Reduction of rated NCO to CPL/SPC or below.**
- **Retirement.**



# ***MANDATORY CHANGE-OF-RATER REPORT***



## **Active Army and ARNGUS-AGR and USAR-AGR Continued**

- **Rater dies**
- **Gets relieved from duty**
- **Gets reduced**
- **Goes AWOL**
- **Is missing or becomes incapacitated to such an**

**extent that the reviewer, on the advice of medical authorities, believes the rater is unable to submit an accurate evaluation.**



# ***COMPLETE-THE-RECORD REPORT***



- **The rated NCO must be in the zone of consideration for a centralized promotion board, for a school, or for a CSM selection board.**

- **The rated NCO must have at least 90 rated days**

**under the same rater as of the ending month**

**established in the message announcing the zone**

**of consideration.**

- **The rated NCO must not have received a report from the same rater for the current duty position.**



# ADMINISTRATIVE DATA, NCO-ER



## NCO EVALUATION REPORT

For use of this form, see AR 623-205; the proponent agency is ODCSPER

SEE PRIVACY ACT STATEMENT  
IN AR 623-205, APPENDIX C.

### PART I ADMINISTRATIVE DATA

a. NAME (Last First,, Middle Initial)

b. SSN

c. RANK

d. DATE OF RANK

e. PMOSC

f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND

g. REASON FOR SUBMISSION

h. PERIOD COVERED		i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL	l. RATED NCO COPY (Check one and Date)		m. PSC Initials	n. CMD CODE	o. PSC CODE
FROM	THRU				1. Given to NCO	Date			
YY YY MM	YYYY MM								
						2. Forwarded to NCO			





# **DA FORM 2166-8**

## **PART I, BLOCK F**



### **Items to include in Part I, Block F, DA Form 2166-8**

#### **ARNGUS Personnel Only**

- Enter 3 character SIDPERS starter unit code (SUC).
  - Enter UIC of the unit evaluating the NCO.
- #### **USAR Personnel Only**

#### **Enter Status Code**

- “TPU” for an NCO assigned to a TPU.
- “AGR” for an NCO serving in an AGR status.
- “IRR” for an NCO assigned to the IRR.
- “IMA” for an NCO assigned to an IMA position.



# AUTHENTICATION



PART II - AUTHENTICATION			
a. NAME OF RATER (Last, First, Middle Initial)		SSN	SIGNATURE
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT			DATE
b. NAME OF SENIOR RATER (Last, First, Middle Initial)		SSN	SIGNATURE
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT			DATE
c. RATED NCO: I understand my signature does not constitute the evaluations of the rater and senior rater. I have seen this report completed through Part V.		agreement or disagreement with Part I, height/weight and APFT entries verified. I I am aware of the appeals process (AR 623-205).	SIGNATURE
d. NAME OF REVIEWER (Last, First, Middle Initial)		SSN	SIGNATURE
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT			DATE
e. <input type="checkbox"/> CONCUR WITH RATER AND SENIOR RATER EVALUATIONS <input type="checkbox"/> NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL (See attached comments)			



# ***DUTY DESCRIPTION***



## **PART III - DUTY DESCRIPTION (Rater)**

a. PRINCIPLE DUTY TITLE

b. DUTY MOSC

c. DAILY DUTIES AND SCOPE

(To include, as appropriate, people, equipment, facilities

and dollars)

d. AREAS OF SPECIAL EMPHASIS

e. APPOINTED DUTIES

f. Counseling dates from checklist/record

INITIAL

LATER

LATER

LATER



# VALUES/NCO RESPONSIBILITIES



## PART IV - ARMY VALUES/ATTRIBUTES/SKILLS/ACTIONS (Rater)

		YES	NO
<div>V  A  L  U  E  S</div> <div>Loyalty Duty Respect Selfless-Service</div> <div>Honor Integrity Personal Courage</div>	1. LOYALTY: Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and other soldiers.		
	2. DUTY: Fulfills their obligations.		
	3. RESPECT/EO/EEO: Treats people as they should be treated.		
	4. SELFLESS-SERVICE: Puts the welfare of the nation, the Army, and subordinates before their own.		
	5. HONOR: Lives up to all the Army values.		
	6. INTEGRITY: Does what is right - legally and morally.		
	7. PERSONAL COURAGE: Faces fear, danger, or adversity (physical and moral).		
Bullet comments			

DA FORM 2166-8, OCT 2001

REPLACES DA FORM 2166-6, SEP 87, WHICH IS OBSOLETE



# VALUES/NCO RESPONSIBILITIES (PAGE 2)



RATED NCO'S NAME (Last, First, Middle Initial)		SSN	THRU DATE
<b>PART IV (Rater) VALUES/NCO RESPONSIBILITIES</b>			
<b>b.COMPETENCE</b>			
EXCELLENCE	SUCCESS	NEEDS IMPROVEMENT (Some) (Much)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
<b>c.PHYSICAL FITNESS &amp; MILITARY BEARING</b>		APFT	HEIGHT/WEIGHT
EXCELLENCE	SUCCESS	NEEDS IMPROVEMENT (Some) (Much)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
<b>d.LEADERSHIP</b>			
EXCELLENCE	SUCCESS	NEEDS IMPROVEMENT (Some) (Much)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
<b>e.TRAINING</b>			
EXCELLENCE	SUCCESS	NEEDS IMPROVEMENT (Some) (Much)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
<b>f.RESPONSIBILITY &amp; ACCOUNTABILITY</b>			
EXCELLENCE	SUCCESS	NEEDS IMPROVEMENT (Some) (Much)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	



# ***SENIOR RATER QUALIFICATIONS***



- **Direct line of supervision;**
- **Senior to the rater;**
- **U.S. Civilian--GS-6 or above;**
- **Other U.S. Services.**
- **Allied Forces-not authorized.**
- **May act as both rater and senior rater under certain circumstances**



# **SENIOR RATER RESPONSIBILITIES**



## **Primary Role--**

- **Become familiar with NCO's performance.**
- **Prepare report.**
- **Date and sign part IIb.**
- **Obtain rated NCO's signature.**
- **Ensure bullets support rating statements.**
- **Do not direct change of honest evaluation.**